

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 11 / 13 / 18

Date of meeting 11 / 20 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:


City Clerk Maree Peck

Address: 1123 Lake St., Sandpoint

Phone number and email address: 208-263-3310 mpeck@sandpointidaho.gov

Authorized by: Maree Peck

name of City official


City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Proposed resolution for New Special Event fees

Summary of what is being requested: approve and adopt proposed resolution

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☒ ☐ **Yes or No**

If yes, in what way? the proposed fees will reduce or eliminate fees for some events,

particularly small events

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?

Yes or No

Annual City event organizers

Yes

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☒ ☐

public hearing on November 20th - public notice published in the newspaper November 6 and November

13

4. Is an enforcement plan needed? **Yes or No** ☐ ☒ Additional funds needed? **Yes or No** ☐ ☒

5. Have all the affected departments been informed about this agenda item? **Yes or No** ☒ ☐

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: November 13, 2018

TO: MAYOR AND CITY COUNCIL

FROM: City Clerk Maree Peck

SUBJECT: Proposed Resolution to Adopt proposed New Special Event Fees

DESCRIPTION/BACKGROUND:

The proposed vendor fee reviewed during the October 17, 2018 Council workshop that vendors will pay 10% of sales in parks was eliminated from the fee schedule because this particular fee will be reviewed with parks fees during next fiscal year's budget process.

STAFF RECOMMENDATION:

Approve the proposed fee schedule

ACTION:

Adopt the proposed resolution with attached new special event fees

**WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN
BUDGETED? No**

ATTACHMENTS:

Proposed Resolution with attached proposed new special event fees

No: 18-
Date: November 20, 2018

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: ADOPTION OF NEW SPECIAL EVENT FEES

WHEREAS: Idaho Code § 63-1311A provides that new fees or fee increases in excess of five percent (5%) require a public hearing;

WHEREAS: The notice of public hearing for new special event fees were published in the Bonner County Daily Bee on November 6 and November 13, 2018;

WHEREAS: The current parade and public assembly fees are based on several circumstances and will be eliminated to make the fee schedule inclusive for all special events; and

WHEREAS: City Council held a public hearing on November 20, 2018, to accept testimony regarding new fees and existing fees proposed to increase more than 5%.

NOW, THEREFORE, BE IT RESOLVED THAT: The revised amounts for City special event fees, as reflected on the attached fee schedule, are hereby adopted.

BE IT FURTHER RESOLVED THAT: These special event fees will become effective immediately as reflected on the attached fee schedule.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

City Council Members:

YES

NO

ABSTAIN

ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Ruehle
5. Aispuro
6. Darling

New Special Event fees are as follows:

DESCRIPTION	CURRENT AMT	PROPOSED AMT
Special Event Permit		
Small Event – Less than 51 participants	NEW	NO FEE
Medium Event – 51 to 499 participants	NEW	\$100
Large Scale Event – 500 or more participants	NEW	\$300
OR Three (3) or more factors apply:	NEW	
<input type="checkbox"/> Includes a route that will close or alter traffic on a street arterial or connector (parade, race, bike ride)	NEW	
<input type="checkbox"/> Police officers or private security requires to protect public safety	NEW	
<input type="checkbox"/> Alcohol will be served or sold	NEW	
<input type="checkbox"/> Structural or electrical permits required	NEW	
City electrical usage	NEW	\$25.00
Street Sign Replacement Fees	NEW	
• Cones	NEW	\$50.00 each
• Candle sticks and base	NEW	\$50.00 each
• A-Frames	NEW	\$65.00 each
• Barricades (sign and stand)	NEW	\$300.00 each